

<http://amsterdam.usconsulate.gov>

## Tips for completing the DS-11 form:

The form should be downloaded and printed singlesided, on A4 or letter-size paper, so with each page on a separate sheet of paper — **we CANNOT accept double sided applications.**

The instructions on this form are written for individuals applying for a passport within the United States. As applications are processed differently outside the United States, you should **ignore** instruction pages one and two of this form.

Complete items 1 through 22 – this is mandatory. If choosing to complete the application form using a pen, please write in block letters in black or blue ink.

**Item 5 – Social Security number (SSN).** You must complete this item. If you have never had a SSN, write zeros in the boxes. If you have a number, you must provide it. If you do not remember your number, please contact the **Social Security Office** ([www.ssa.gov](http://www.ssa.gov)).

**Item 6 – Mail my passport to:** Complete this item with a Dutch address, either your home address or the address where you are staying.

**Item 11 -** complete this only if you are changing your name through marriage or divorce.

**Item 17 – Permanent address or residence:** Complete this item with any address you consider to be your permanent address. This need not be in The Netherlands or the U.S.

**Item 19** – this may not be relevant if you do not have any travel plans

### **Oath and signature (on page one of the application form):**

You are required to sign in the presence of the consular officer at the time of application. You must read the “Acts or Conditions” on page four of this form before you sign. If any mentioned acts or conditions have been performed by or apply to the applicant, cross out only the applicable portion(s) and submit an explanatory signed statement with the application.